

# ADMINISTRATIVE ASSISTANT REPORT

September 2015

Page 1 of 2

09/18/2015

## 1. FINANCIALS:

- a. The various 2015 budget transfers (funds from the General Fund to be placed into the Designated Funds) were done the end of August, with a couple of exceptions – the sale of the 2007 squad car hasn't taken place, and no Winter Transportation 3 Party Funding Agreement has been drafted.
- b. 2016 Budget justification, supporting history, and budget worksheets have been prepared and sent to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc. The 2016 WRS rates have been determined and but the costs for the 2016 Health Plans just arrived. Just a reminder, all departments are turn in their completed budget sheets by Friday, September 18<sup>th</sup> to Lisa and she plans to meet with the department heads the following week.
  1. The new accounting program has been helpful for this budget process. It allows me to run reports, save them to my computer and e-mail to the various departments. Hopefully this will save on copier, paper & printer costs.
  2. Waggle has prepared the schedule of fees worksheets. These go hand in hand with the budget work
  3. I've scheduled the budget workshops as follows:

|                              |         |                                       |
|------------------------------|---------|---------------------------------------|
| Tues, Oct 20 <sup>th</sup>   | 5:00pm  | Police, Ambulance, Fire               |
| Weds, Oct 21 <sup>st</sup> , | 5:00 pm | MRF, TPC                              |
| Thurs, Oct 22 <sup>nd</sup>  | 5:00 pm | Library, Cemetery, Health Ctr, AEC    |
| Weds, Oct 28 <sup>th</sup>   | 5:00 pm | Rds, Parks/Rec, Airport, Harbor & WTC |
| Thurs, Oct 29 <sup>th</sup>  | 5:00 pm | Gen Government and any "clean up"     |
- c. The levy increase will be limited to the Town's new construction growth factor, which is being reported at .304% - minus the reduction of long term debt service payment.
  1. If additional revenues are enacted by the Town, certain revenue increases require the Town to reduce the allowable levy limit.
  2. The procedure appears to remain the same for any increases over the allowable levy amount, which it appears the Town will need to do. This process includes the Town Board passing a resolution laying out the levy limits and the amount over the limit. The Town Electors will need to pass a motion adopting a similar resolution or a motion so noting they are aware of the levy limit and authorize the Town to pass a higher levy.
- d. Ted is gathering his figures for the MRF's 2016 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 1<sup>st</sup>, 2015 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2016. A reporting of the actual revenues and expenses for the previous year is due in April of each year.
- e. The DRAFT Management Discussion & Analysis report is on the 9/22/15 TB agenda and has been copied for your review and approval. This is a summary of the audit for the year ending 12/31/2014.
  1. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2015.

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Page 2 of 2

## 2. **MISCELLANEOUS:**

- a. I was hoping to attend the WTA & UW-Extension fall conference in Cable on 9/15 but couldn't fit it in to my schedule. Please let me know if anyone is interested in purchasing the materials from the conference.
- b. I'll be out of the Town Hall on Tuesday, Sept. 22<sup>nd</sup>, but will have vouchers, etc. prepared.
- c. Fire Dept & Ambulance Raffle to be held on October 3<sup>rd</sup>, 2015:
  1. After the previous raffles and audit done by the WI DOR, we've put together a binder with raffle information, documents needed, and a preliminary step by step checklist for the person(s) in charge of the Town fundraising raffle each year.
  2. I'll be giving the blank reporting documents to Mike Starck, for handing out to the 2015 raffle winners. Each winner must complete forms for the State of WI/IRS and provide forms of identification before raffle winnings may be paid out.
- d. As you may know, Lisa received her Notary License – thank you Lisa! I greatly appreciate the help - some days I've had five different people in for documents to be notarized, so having another notary in the Town Hall is wonderful.
- e. **Health Insurance:** The Dept of Employee Trust Funds (DETF) is the agency that administers the Town's Health Insurance. Currently, Dental Insurance is included in most of the available policies. DETF is 'spinning off' the dental into a separate policy for 2016. Municipalities will have the option now to offer dental or not, but the original decision must be transmitted to the DETFs by Sept. 25<sup>th</sup>. They are in the process of setting the maximum employer contribution for 2016 for policies with and without dental. I will be doing a full memo on this agenda item as I wade through all the information and rates.
  1. A 2016 review of health insurance options might be a good idea, as health insurance costs continue to climb.
- f. **Town Hall layout:** We've started doing some re-arranging of the work spaces in Town Hall but it's not complete. Thanks to John Carlson for redoing the plug so the copier could be moved.
  1. Lisa is researching various phone automated options, not only for the Town Hall, but possibly all Town buildings.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk